

# Yellow Forms

Filling in a yellow form is a way of processing an outgoing payment, either by BACS, Cheque or for less than £20 by cash at the finance office. Yellow forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the "Processing Forms" page. If you are unsure when to use a yellow form follow the diagram on the "Outgoing Payments" page or contact your exec area treasurer.

## Personal Details

Name and details. Note that payments under £20 will need to be collected from the finance office in cash

## Description

Details of expense must be included with an attached receipt otherwise payment will not be made.

University of Bath Students' Union		Financial Request Form			
Name of person / company to be paid		Jack Harris			
Payment Method (Circle)	<b>BACS</b>	CHEQUE	Cost Centre	C&S	
Sort Code	XX-XX-XX		Department	BAC	
Bank Account	XXXXXXXX		Expense Type	52230	
Address if cheque to be posted	N/A				
Description of expenditure <small>(Please attach proof of purchase)</small>	Black Speaker Paint + Delivery to University of Bath - £35 + VAT = £42. See attached receipt				Amount £ 42
Requested by	Joe Bloggs	User name / tel number	Jb123 / 07777 77777		
Authorisation		Club / Society Representative		Students' Union' Representative	
Name	Bob Brown			Received by	
Position	Chair			Date	
Signature	B.Brown			Students' Union Finance Reference	
Date	5/9/2015				

## Finance Codes

See pages on Cost/Dep codes & Expense Type

## Requested By

Sometimes the person filling in the form won't be the payee or the authoriser. It is important to fill in these details so we can contact you if there are any problems

## Authorisation

Only the activity group Chair and Treasurer can authorise forms. Please fill in your details clearly. NOTE! You can't authorise a payment to yourself. The Students Union' Representative section is filled out by the area exec treasurer.